

Clarifications for Quarterly Report No. 2 Instructions
(ETA form 9058)

The following information is designed to provide clarification for reporting areas that appear to be consistently problematic for *some* States when completing quarterly report No. 2, ETA Form 9058.

Part I. CERTIFICATION WORKLOAD

[Items A,B & C are system inputs:]

(A) ***Pending Certification Requests***: Those IRS Form 8850s received in a prior report period on which a certification decision has not yet been made, i.e. certification has neither been issued nor denied.

Actionable: Employer requests with sufficient information to allow for the State to make a certification determination or for which requests for additional information have been made.

Non-Actionable: Those IRS Form 8850s which have no accompanying ETA 9061 or 9062, and for which repeated requests and continued follow-up has failed to secure the needed information. States should only place employer certification requests in this category when they no longer believe there is a reasonable expectation of obtaining the needed information.

(B) ***No. of New Certification Requests***: IRS Form 8850s received during the report quarter. This number should also include conditional certifications issued during the quarter.

(C) ***Total Certification Actions to be Processed***: the total number of “(A) *Pending Certification Requests*” plus “(B) *No. Of New Certification Requests*” minus “Non-Actionable”. The following formula’s should be considered:

$$(A+B) - \text{non-actionable} = (C)$$

or

$$[(\text{actionable}) + (\text{no. of new cert actions to be processed})] = \text{total cert actions}$$

[Items D,E & F are system outputs]

(D) ***No. of Certifications Issued***: Reports the total number during the quarter of the ***Total Certification Actions to be Processed*** that result in the State issuing a certification (e.g. ETA for 9063, to the employer).

- (E) *No. of Certifications Denied*: Reports the total number, during the quarter, of the *Total Certification Actions to be Processed*, that result in the employer being sent a formal denial during the report period.
- (F) *No. of Pending Actions*: Reports the number of *Total Certification Actions to be Processed* certification on which no decision has been rendered. [The total entered for column (F) becomes part of the next quarter's total for column (A) pending cert requests.] The following formula should be considered: $[C - (D + E)] = (F)$

Part II. CHARACTERISTICS OF CERTIFIED INDIVIDUALS BY TAX CREDIT

Section (1) RECIPIENT GROUPS

No. Of Conditional Cert Resulting in Certifications: This section of the report provides a snapshot of Quarterly Report No. 1 (ETA Form 9057). *The figures represented in this column, should not be reflected in any other section(s) of Part II of this report.*

No. of Certified Individuals: Please remember, the total (by quarter) in line 10 under the "WOTC" column should include the total number reported under the "Dual" column. Likewise, the total (by quarter) in line 10 under the "WtW" column should include the total reported under the "Dual" column. Also, the TOTAL reported in line 10 under the WOTC column plus the TOTAL reported under the WtW column minus the TOTAL reported under the Dual column should equal the TOTAL reported in Part I, section (D) "No. of Certs Issued" in that quarter. The following formula should be considered:

$$(\text{WOTC certs} + \text{WtW certs}) - \text{Dual certs} = \text{No. of Certs Issued}$$

Section (2) BY HOURLY STARTING WAGE

WOTC: The total amount of hourly data reported in boxes 12 - 17 in the WOTC column should equal the quarterly total in Section (1), line 10, under the WOTC column.

WtW: The total amount of hourly data reported in boxes 12 - 17 in the WtW column should equal the quarterly total in Section (1), line 10, under the WtW column.

Section (3) BY OCCUPATION

WOTC: The total amount of occupational data reported in boxes 18 - 26 in the WOTC column should equal the quarterly total in Section (1), line 10, under the WOTC column.

WtW: The total amount of occupational data reported in boxes 18 - 26 in the WtW column should equal the quarterly total in Section (1), line 10, under the WtW column.

General Instructions: Please make sure that the name & title, signature, and date sections of the 9058 are completed. Please provide the State "abbreviation or "name" at the top of the form and avoid using numeric codes. Also, please make sure the correct quarter-ending date is used..